

843003/26/02

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: MANAGEMENT ASSISTANT

DEFINITION

Under general direction to perform professional duties and responsibilities in the preparation of a variety of special projects and budget analysis relating to the City Manager's office; and to perform related work as required. The duration of the Management Assistant program is typically one year.

REPORTS TO: City Manager and the Assistants to the City Manager

DISTINGUISHING CHARACTERISTICS

This is an entry level classification in which recent graduates gain experience in performing professional, technical, and administrative duties in a one-year program. The Management Assistant is distinguished from the Administrative Intern and Management Intern by the greater degree of independent discretion, greater complexity of duties, greater responsibility for recommendations and decision making, and responsibility for completion of special projects and budget analysis related to the City Manager's Office. The Management Assistant class is distinguished from the Administrative Analyst and Management Analyst classifications by the lesser degree of difficulty and complexity of work performed and by the lack of functional supervision of para-professional, technical, and clerical staff. Experience gained as a Management Assistant is considered qualifying for the Administrative Analyst or Management Analyst classifications.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager, the Assistant to the City Manager, and other higher management staff.

EXAMPLES OF DUTIES

- Review and analyze budget estimates and develop preliminary and final budgets.
- Participate in research activities concerning organizational structure, staffing, operations, and procedures and policies.
- Participate with departmental staff in the installation of new and revised programs, systems, procedures, and operating methods.
- Research and analyze impacts of new and proposed legislation.
- Assemble and analyze information and data and assist in drafting public administrative reports.
- Provide staff assistance to various departments, divisions, and Council standing committees as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public administration.
- Organizational processes of municipal government.
- Principles, methods, and practices of municipal finance, budgeting and accounting.

- Research techniques, methods and procedures.
- Computers and computer software.

Ability to:

- Analyze, interpret, make decisions, and recommendations in accordance with laws, regulations and policies.
- Communicate clearly, orally and in writing.
- Present research findings and recommendations clearly and professionally.
- Work independently.
- Operate a personal computer and applicable software programs.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Must have completed or be in the process of completing the course work requirements for a Master's Degree in Public Administration or related field.

Experience: Some municipal budgetary and administrative experience in None necessary.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Management Assistant

TO: Administrative Analyst or Management Analyst